

Board of Education

Morris Elementary School District #54

Policy Committee Minutes

Wed Sept 3, 2008 @ 12:00 pm

- I. Call to Order; Chairperson – Heidi Pfaff at 12:03.**
- II. In attendance: Lou Klusak, Carol Narvick, Dennis Broniecki and Teri Shaw**
- III. Board Policy Manuals are going to be updated as a board work study project led by the IASB during the study sessions in Jan, Feb and March 2009**
- IV. Review & Discuss PRESS changes:**
 - a. District Office receives quarterly PRESS updates**
 - b. Given to Policy Chair – Heidi for review and decide which updates are relevant to D54**
 - c. Heidi gives to Teri (DA or Supt) to put in operational format**
 - d. Policy committee reviews updates and recommends for BOE**
 - e. Update is put on BOE agenda for 1st reading**
 - f. Motion for BOE approval of 1st reading**
 - g. If there is a problem, sent back to committee for review**
 - h. If there is NO problem, update is put on BOE agenda for 2nd reading.**
 - i. Motion for BOE approval of 2nd reading**
 - j. After 2nd reading update becomes policy**
 - k. BOE members given copies to update their policy manuals**
- V. Old/New Business**
 - a. Recommend to collect policy manuals every June for updating by district office staff over the summer months.**
 - b. Create a document of mostly used policy/procedures for easy access by board members i.e., how to get items on the agenda.**
 - c. Next meeting date Wed. Oct 8th at Noon.**
- VI. Adjournment at 12:46**

Submitted by Heidi Pfaff